





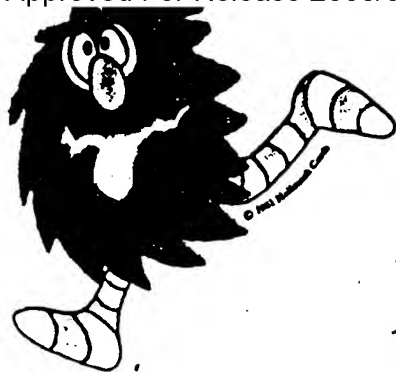
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	IS PAINTING A PICTURE, LIFE }
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REMARKS:	

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ROUTING SLIP

AW AEO/OL \_\_\_\_\_  
JA AEO/OL \_\_\_\_\_  
W DD/L 4/13  
Dr D/L \_\_\_\_\_

ACTION: ✓

INFO: C/DHSS

DUE DATE: \_\_\_\_\_

REMARKS:

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TRANSMITTAL SLIP		
TO: <i>D/O L</i>		
ROOM NO. <i>2807</i>	BUILDING	
REMARKS:  <i>For your files.</i>		
FROM:		<i>DDA/MS</i>
ROOM NO. <i>7018</i>	BUILDING <i>40</i>	EXTENSION
FORM NO. 241 1 FEB 55		
REPLACES FORM 38-8 WHICH MAY BE USED.		
(47)		

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S-E-C-R-E-T

11 January 1984

## MEMORANDUM FOR THE RECORD

SUBJECT: Office of Logistics' Fourth Quarterly Review

1. The Office of Logistics' final quarterly review for FY 1983 was held on 6 December 1983. The Deputy Office Director opened the session and introduced the speakers.

2. [ ] discussed the procedures which have been established to execute payments in accordance with the prompt pay act. Modifications have been made to several computer systems including GAS, ICS, PDMIS, and CONIF to accomplish this. The modifications and procedures are working well and payments are made at the most advantageous time. The fast payment category provides some flexibility in the payment of invoices. If certain established conditions are met, invoices are paid before goods are received and system modifications ensure follow-up for assurance of receipt.

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3. The next briefing on the Digital Prepress System was given by [ ] He discussed plans for a fully automated printing process. The Printing and Photography Division is evaluating the [ ] system and reviewing proposals for a composition system which includes full-page makeup displays. This future system is expected to be double the efficiency of the current ETECS systems.

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4. [ ] gave the next update on the SAFE, Phase II construction. He reported that the fire alarm system was 90% complete and would be complete when transmitters to the main alarm system are installed. The Uninterrupted Power Supply (UPS) installation will be tested in January 1984, which will complete the entire renovation.

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5. This was followed by a presentation by [ ] on Improved Methods of Recruitment, Personnel Evaluation, and Communications. He reported on efforts to identify and hire minority candidates. So far, eight of twenty-five prospective employees are still active candidates. He said the planned Logistics course of study at George Mason University is off to a slow start, but he will remain in contact with them. After a review of the personnel evaluation criteria, a decision was made to maintain the current standards. An ongoing effort to improve communications includes a six-month follow-up interview with all new employees.

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6. [ ] gave the next presentation on improvements in the Executive Dining Room (EDR). She reviewed the results of the survey

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which was done by a consultant, [ ] He made numerous  
recommendations and [ ] identified those that can be done and  
some that have already been accomplished. Some employees of the EDR  
will be attending training courses at the Culinary Institute of  
America (CIA) in Hyde Park, N.Y. She also discussed the results of a  
survey of EDR members and concluded with a quote from one reply, "No  
wine with the meal is like a bed with no pillow."

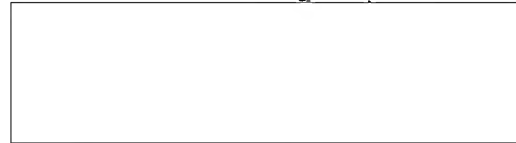
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7. [ ] concluded the session with a review of the office's  
accomplishments in FY 1983. He noted highlights which included prompt  
pay, security reviews of industrial contracts, the quality-of-life  
enhancements, the large increase in printing requirements, the large  
number of procurements, and the activities of the real estate  
division. He stressed that the office is pleased with its momentum.

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8. A summary of the office accomplishments and the viewgraphs  
from this informative session are attached.



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Attachment

DDA/MS [ ] (27Dec83)

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Orig - File (w/att)

1 - DDA Chrono (w/o att)

1 - DDA/MS Chrono (w/o att)

1 - D/OL, [ ] (w/o att)

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